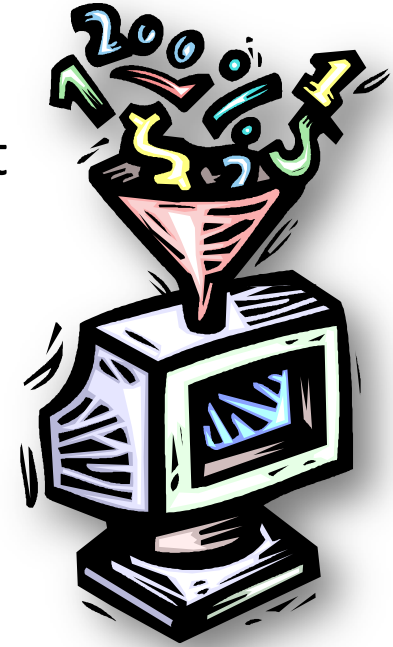




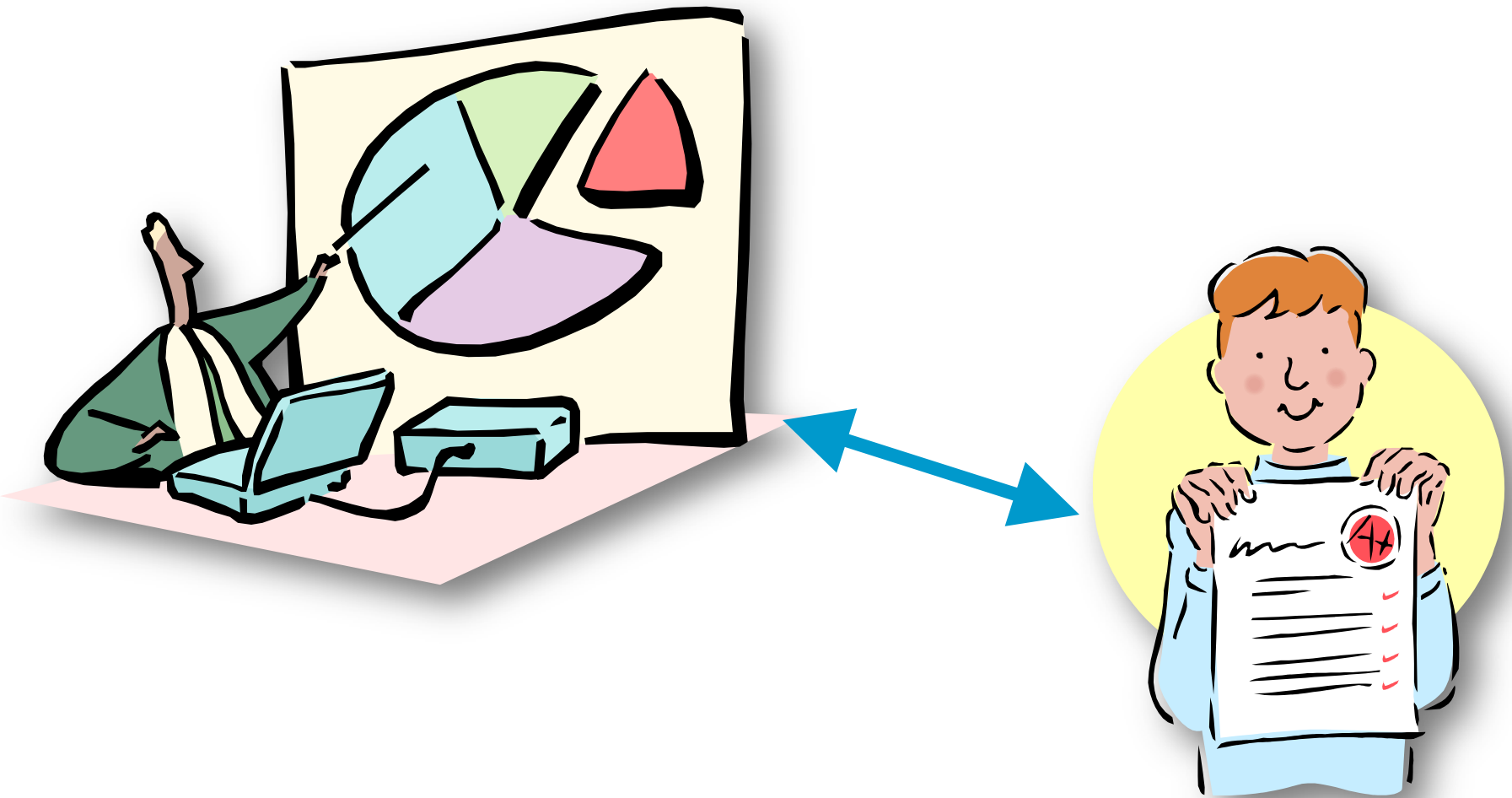
Sara Loewen – AIM Unit Manager, Data Resource Administrator

Data Reported in AIM

- Calculating Adequate Yearly Progress
- American Indian Achievement Gap Payment
- Graduate and Dropout rates
- CRT and ELL assessment registration
- Legislative data requests
- Grant funding (Gifted and Talented, Perkins, Title I)
- Federal reporting of enrollment, attendance, graduation, Title I, CTE, Homeless, LEP, ... and everything else.
- State funding for ANB (MAEFAIRS)

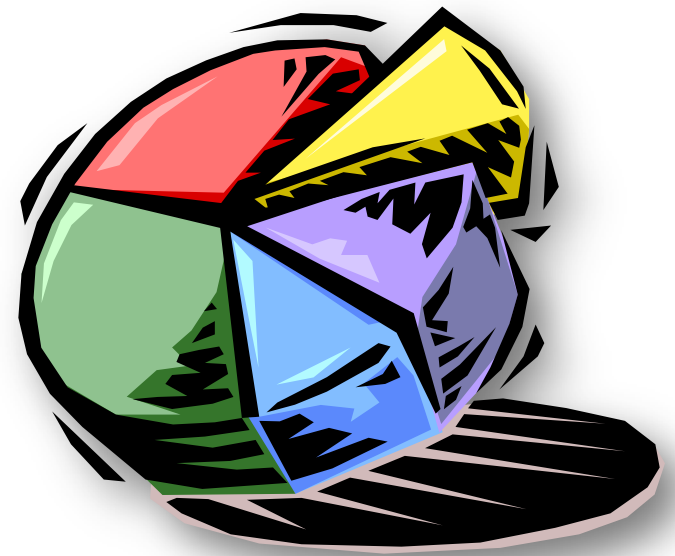


Quality Data Process



Components of Quality Data

- Policies and Regulations
- Standards and Guidelines
- Training and Professional Development
- Timelines and Calendars
- Technology
(Hardware + Software + Network)
- Data Entry Environment



What Do I Need to Know and Do



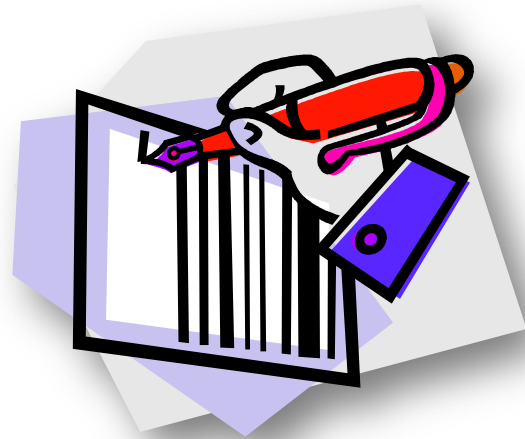


Sort By Field for Labels

- Schools have the option of entering additional sort criteria (i.e., teacher name or classroom) if want to receive barcode labels and test scores organized by teacher name or classroom.
 - Test booklets are sorted by grade level by default, so there is no need to add the grade to the "sort by" field. Teacher name, classroom number, or other identifier should be used to further sort the test booklets.

Bar Code Labels

- On Feb. 2nd OPI sends Measured Progress a file from AIM to generate CRT barcode labels.
 - Any students that enroll after 2/1/11 will not have a barcode label.
 - State ID is required on student answer booklet



Program Participation Collection

- All Enrollment and Program Participation data should be accurate as of March 15
 - Data entry and verification in AIM should be completed by the due date of March 25, 2011.
 - Timely data entry allows AIM staff to perform quality assurance checks and validations.



Enrollment Data Elements

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary **Enrollments** Schedule Attendance Programs A+Grades Transcript Credit Summary

Save Delete Print Enrollment History New

General Enrollment Information

Calendar 10-11 Washington Elementary	Schedule (read only) Main	*Grade 04	Class Rank Exclude <input type="checkbox"/>
*Start Date 09/01/2010	No Show <input type="checkbox"/>	End Date 	*Service Type P: Primary
*Start Status 02: Continued enrollment same school, no interruption		End Action 	End Status
Start Comments 		Dropout Reason 	
End Comments 		End Comments 	

Program Participation Data Elements

The screenshot shows a web application interface with a top navigation bar containing tabs: Summary, Enrollments, Schedule, Attendance, Programs, A+Grades, Transcript, and Credit Summary. Below the navigation bar is a yellow action bar with buttons: Save, Delete, Print Enrollment History, and New. The main content area is divided into sections for data entry:

- Title I Targeted Assistance Program**
 - Title 1
 - ☐
- Title I Instructional Services**
 - ☐ Reading Lang Arts
 - ☐ Math
 - ☐ Science
 - ☐ Social Sciences
 - ☐ Vocational/Career
 - ☐ Other
- Title I Support Services**
 - ☐ Health, Dental and Eye Care
 - ☐ Guidance/Advocacy
 - ☐ Other
- Title I - Other**
 - Title I Part A Neglected
 - ☐
 - Title I Part D Delinquent and served by:
 -

Program Participation Data Elements

Summary | **Enrollments** | **Schedule** | **Attendance** | **Programs** | **A+Grades** | **Transcript** | **Credit Summary**

Save X Delete Print Enrollment History New

Other Program Participation

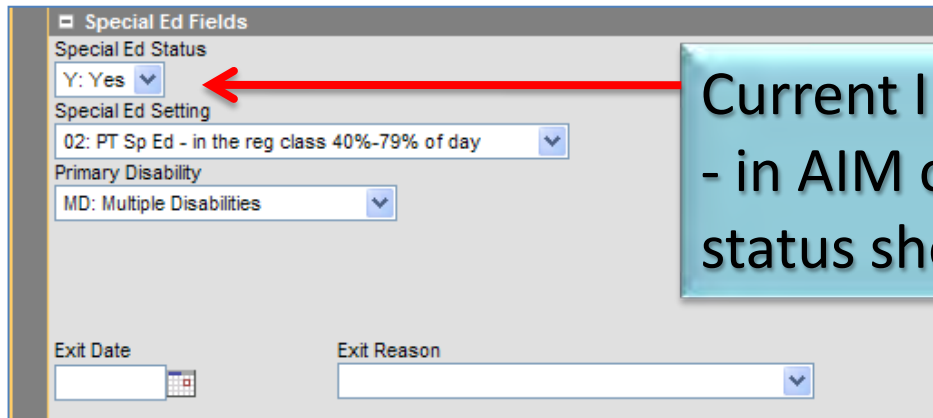
Free/Reduced Meal
F: Free
LEP
01: Current LEP
Primary Language
eng: English
Language Of Impact
39: Other - Non American Indian
Title III
Migrant
21st Century Participant
Homeless
Homeless Nighttime Residence
Section 504
Receives Supplemental Educ Svcs (SES)
Date 1st Identified as LEP
2/12/2006
Date English Proficient
Immigrant
Foreign Exchange
Date Immigrant Entered US School
Gifted/Talented
McKinney-Vento
Unaccompanied Youth

Optional

Sort By
Ms. Smith

CTE Concentrator
Special Ed Fields
Special Ed Status
Y: Yes

Special Ed Status Fields



Special Ed Fields

Special Ed Status
Y: Yes

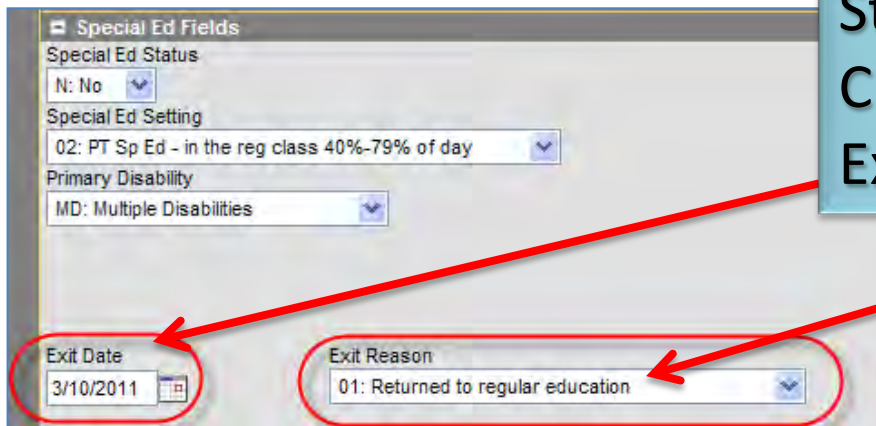
Special Ed Setting
02: PT Sp Ed - in the reg class 40%-79% of day

Primary Disability
MD: Multiple Disabilities

Exit Date
[Calendar icon]

Exit Reason
[Dropdown arrow]

Current IEP
- in AIM or still on paper,
status should be 'Yes'.



Special Ed Fields

Special Ed Status
N: No

Special Ed Setting
02: PT Sp Ed - in the reg class 40%-79% of day

Primary Disability
MD: Multiple Disabilities

Exit Date
3/10/2011 [Calendar icon]

Exit Reason
01: Returned to regular education [Dropdown arrow]

Student has exited Special Ed -
Change status to 'No' and enter
Exit Date and Exit Reason.

Sort By Field for MARS

- Schools have the option of entering additional sort criteria (i.e., teacher name or classroom) if want to MARS information organized by teacher name or classroom.
 - Teacher name or homeroom may be entered



Montana Analysis & Reporting System

Test Window Count Date

- The Test Window Count date is March 15, 2011.

Students enrolled in the school on this date make up the set of students to participate in the CRT assessment



Test Window Attendance Collection

- The Test Window Attendance Collection will be used to collect the aggregate hours and absent counts of all students enrolled at the school as of March 15, 2011.



These data will be used as part of the calculations of the attendance rate and test participation rate for AYP.

Attendance Data Elements

Summary | **Enrollments** | **Schedule** | **Attendance** | **Programs** | **Grades** | **Transcript** | **Credit Summary**

Save | Delete | Print Enrollment History | New

State Reporting Fields

State Exclude ☐ Serving District Resident District

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst. Fall Absent Exclude Fall ANB - 10 Day Rule ☐

Spring Attendance Count

Spring Aggregate Hours of Inst. Spring Absent Exclude Spring ANB - 10 Day Rule ☐

Test Window Attendance Count

Testing Aggregate Hours of Inst. Testing Absent

10+ days unexcused absences 1st sem ☐ 10+ days unexcused absences 2nd sem ☐

Data Verification

- March 28 through April 29, 2011 - This is the final cleanup and verification before the student data is reported to MARS and used for AYP calculations.
- OPI recommends great care in checking and verifying your data





End Enrollments

- Enrollment End dates must be entered in AIM in a timely manner for students who exit your system or school.
 - The voided barcode label form is a vehicle for you to account for students (and unused booklets) but does not end the enrollment record in AIM.
 - If AIM is not updated, those students will be considered non-participants and receive a score of Novice.



Enrollment End Date



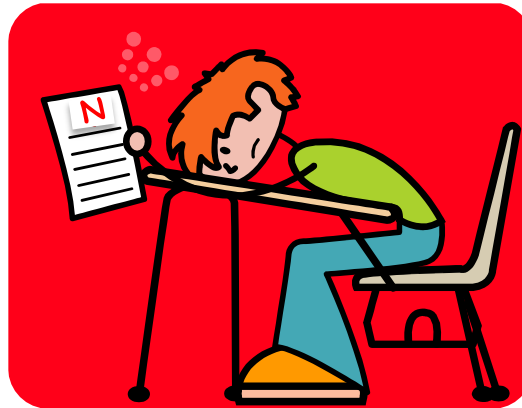
- Once the district has received notice that the student is no longer attending
 - *(either a request for records, parent notice, student notice, OPI notice, etc.)*
- Enter the enrollment end date as the last day the student was present

- Students enrolled in AIM on March 15
 - that do not have a student answer booklet and
 - are not on voided bar code list,
 - will become automatic Novice and flagged as nonparticipant.

 Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Tested at Lower Grade Level

- Student tested at lower grade than the student is enrolled in AIM becomes automatic Novice and flagged as nonparticipant.



CRT-Alt and Sped Status

- Students who take the CRT-Alternate must be coded in AIM as Special Ed Status 'Yes'.
 - If Special Ed Status is 'No', they will be considered nonparticipant and receive a score of Novice.



Nonstandard Accommodations

- Students using nonstandard accommodations must be marked in AIM as special education or 504 Plan.
 - LEP students must have these accommodations indicated in their IEP or 504 Plan

Additional information:

<http://www.opi.mt.gov/pdf/Assessment/CRT/TA/11AccommodationsMemo.pdf>



OPI Verification

- OPI receives test data from Measured Progress on April 18
- Quality Assurance checks to resolve any discrepancies
 - AIM staff contact schools to verify or make corrections to data
- Return file to MP April 26



Data Snapshot taken April 29

- The testing (AYP) snapshot of data from AIM will be taken on April 29, 2011.
 - This is a snapshot of all students who were enrolled on test window count date.
 - This data set will be used to determine the student groups, participation rate, and additional academic indicators in AYP calculations.



Changes after April 29 NOT Reflected

*Important
DATE!*

Any changes made in AIM after April 29, 2011 will NOT be reflected in AYP calculations or on MARS.



– Please do not wait until April 28 to update your AIM data.

Tools in AIM

- Work with AIM Specialist to check data using tools in AIM:
 - Ad Hoc Filters
 - Reports
 - Extracts



Check out this guide for additional directions:

[Data Verification Quick Reference Guide](#)

Ad Hoc Filters

- From the **Index**, expand **Ad Hoc Reporting**.
- Select ***Filter Designer***.
- Select *Create a new Filter using the Query Wizard* from **Create a New Filter** and *Student* from **Filter Data Type**.
- Enter the report name under **Query Name**.
- Select the fields based upon the **Ad Hoc Report Map**. Click Next.
- Enter **Operator** and **Value** as appropriate.
- **Test** and **Save** filter.
 - Choose an Organized to: location. You can save filters to your User Account or to other district Groups (saving to district groups depends upon the setup established by the District System Administrator). Click Save.
- [Ad Hoc Report Map](#)

Ad Hoc Filters *cont.*

The screenshot displays the 'Ad Hoc Filter Designer' interface. At the top, there are dropdown menus for 'Year' (10-11), 'School' (All Schools), and 'Calendar' (10-11 Washington Elementary). Below these are tabs for 'Index', 'Search', and 'Help'. The left sidebar contains a tree view with various system components. 'Ad Hoc Reporting' and 'Filter Designer' are highlighted with a red circle. The main area is titled 'Ad Hoc Filter Designer' and contains a text box explaining the wizard's purpose. Below this, there are two sections: 'Saved Filters' and 'Create a New Filter'. The 'Saved Filters' section lists 'student Free Reduced status', 'student LEP', 'student Special Ed', and 'Ad Hoc Reporting'. The 'Create a New Filter' section has three radio buttons: 'Create a new Filter using the Query Wizard' (selected), 'Create a new Filter using the Selection Editor', and 'Create a pass-through SQL Query'. Below this is the 'Filter Data Type' section with three radio buttons: 'Student' (selected), 'Census/Staff', and 'Course/Section'. At the bottom, there are buttons for 'Search', 'Edit', 'Query', 'Delete', 'Back', and 'Next'.

Year: 10-11 School: All Schools Calendar: 10-11 Washington Elementary

Index Search Help

- System Administrator
- Student Information
- Instruction
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Grading & Standards
- Ad Hoc Reporting**
- Filter Designer**
- Data Export
- User Communication
- System Administration
- FRAM
- Messenger
- MT State Reporting
- Account Settings
- Access Log
- Log Off

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.

Saved Filters

- student Free Reduced status
- student LEP
- student Special Ed
- Ad Hoc Reporting

Create a New Filter

- ☒ Create a new Filter using the Query Wizard
- ☐ Create a new Filter using the Selection Editor
- ☐ Create a pass-through SQL Query

Filter Data Type

- ☒ Student
- ☐ Census/Staff
- ☐ Course/Section

Search Edit Query Delete

Back Next

Ad Hoc Filters *cont.*

All Schools
Calendar
10-11 Washington Elementary

Ad-Hoc Query Wizard

Query Name:

All Fields

+ <> Reporting Entity
- <> Learner
- <> Active Enrollment
+ <> Core elements
- <> State Reporting element
stateExclude
residentDistrict
mealStatus
englishProficiencyDate
lep
language
title1

Selected Fields

student.stateID
student.studentNumber
student.lastName
student.firstName
student.gender
student.grade
student.startDate
student.endDate
sch.name
activeEnrollment.mealStatus
student.activeToday

< ---

Filter By

Ad Hoc Filters *cont.*

Ad-Hoc Query Wizard

Query Name:

Field	Operator	Value	Data Export Options		
			Output Seq	Sort	Direction
student.stateID			<input checked="" type="checkbox"/>		
student.studentNumber			<input checked="" type="checkbox"/>		
student.lastName			<input checked="" type="checkbox"/>		
student.firstName			<input checked="" type="checkbox"/>		
student.gender			<input checked="" type="checkbox"/>		
student.grade			<input checked="" type="checkbox"/>		
student.startDate			<input checked="" type="checkbox"/>		
student.endDate			<input checked="" type="checkbox"/>		
sch.name			<input checked="" type="checkbox"/>		
activeEnrollment.mealStatus	IN	R,F	<input checked="" type="checkbox"/>		
student.activeToday	=	1	<input checked="" type="checkbox"/>		

Organized To:

Attendance

Attendance – Test Window

This Ad Hoc reports shows all students who are enrolled as of March 09, 2010 (the Test Window Count Date) and their Aggregate Hours and Testing Absent data.

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			grade		
Leamer	Active Enrollment	Core elements	startDate	<=	3/15/2011
Leamer	Active Enrollment	Core elements	endDate		
Leamer	Active Enrollment	Core elements	active	TRUE	
Leamer	State Localized Elements		membershipTestingSnapshot		
Leamer	State Localized Elements		attendanceTestingSnapshot		

Economically Disadvantaged

Free/Reduced Meal Students

This Ad Hoc reports shows all currently enrolled students who have a Free/Reduced Meal status of F: Free or R: Reduced.

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			gender		
Demographics			grade		
Learner	Active Enrollment	State Reporting elements	mealStatus	IN	R,F
Demographics			activeToday	=	1

LEP

LEP Students					
<i>This Ad Hoc report shows all currently enrolled students who are flagged as 01: Current or 02: Former LEP (Limited English Proficient).</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			grade		
Demographics			raceEthnicity		
Learner	Active Enrollment	State Reporting elements	lep	IN	01,02
Learner	State Localized Elements		languageOfImpact		
Learner	Active Enrollment	State Reporting elements	language		
Learner	State Localized Elements		lepIdentifiedDate		
Learner	Active Enrollment	State Reporting elements	englishProficiencyDate		
Learner	Active Enrollment	State Reporting elements	title3		
Demographics			activeToday	=	1

Students with Disabilities

Special Education Students

This Ad Hoc report shows all currently enrolled students who are flagged as Section 504.

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			<u>stateID</u>		
Demographics			<u>studentNumber</u>		
Demographics			<u>lastName</u>		
Demographics			<u>firstName</u>		
Demographics			<u>grade</u>		
Demographics			<u>gender</u>		
Learner	Active Enrollment	Special Ed elements	<u>specialEdStatus</u>	=	Y
Demographics			<u>activeToday</u>	=	1

Enrollment Summary Report

- Shows student counts by school, grade level, gender, and race
- Path: Student Information > Reports

0420 Central Public Schools District Generated on 01/18/2011 05:14:20 PM Page 1 of 2		Student Enrollment Summary Report Effective Date: 01/18/2011 Enrollment Types: P, S, N Total Race/Ethnicities: 7 of 7 Total Schools: 5 Race/Ethnicity Source: Federal Male/Female/Total: 531/502/1033							
Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)									
Jefferson High School									
Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Undefined	Total
09	3/0/3	1/1/2	0/2/2	-	-	43/43/86	0/1/1	-	47/47/94
10	2/4/6	1/2/3	-	1/1/2	-	45/56/101	-	-	49/63/112
11	1/0/1	3/2/5	1/0/1	0/2/2	-	46/63/109	-	-	51/67/118
12	0/1/1	3/1/4	0/2/2	-	-	65/49/114	-	-	68/53/121
All Grades	6/5/11	8/6/14	1/4/5	1/3/4	-	199/211/410	0/1/1	-	215/230/445

Enrollment Status Report

Year: 10-11 School: Truman Elementary Schedule: All

Index Search Help

- System Administrator
- Student Information
 - General
 - Health
 - Special Ed
 - Student Locator
- Reports
 - Caseload Summary
 - Duplicate IDs
 - Enrollment Overlap
 - Enrollment Status**
 - Enrollment Summary
 - File Labels By DOB
 - Folder Labels by DOB
 - Process Compliance
 - Service Detail
 - Service Provider Detail
 - Service Provider Summary
 - Service Summary
 - Test Accommodations
 - Graduation Cohort Validation
 - Test Results
- Instruction
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Grading & Standards
- Ad Hoc Reporting
- User Communication
- System Administration
- FRAM
- Messenger
- MT State Reporting
 - MT Data Upload
 - MT Extracts
- Account Settings
- Access Log
- Log Off

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

Grade: **All Students**
KF
KG
KH
PK

Enrollment Add Date: From To

Enrollment Drop Date: From To

Display Options: ☒ Start Date ☒ End Date

How would you like the report sorted?

☒ Alpha ☐ Grade ☐ Student Number

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

10-11

- 10-11 Jefferson High School
- 10-11 Lincoln Elem SPED
- 10-11 Lincoln Elementary
- 10-11 Roosevelt 7-8
- 10-11 Truman Elementary**
- 10-11 Washington Elementary

CTRL-click or SHIFT-click to select multiple

Which enrollment status would you like to include in the report?

Start Status

All

- 01: First time receiving educational services
- 02: Continued enrollment same school, no interruption
- 03: Re-entry to the same school after withdrawal
- 04: Transfer from public school in district or state
- 05: Transfer from public schl under NCLB schl choice
- 06: Transfer from an out of state school
- 07: Transfer from a school from out of the country
- 08: Transfer from a private school within the state
- 09: Transfer from home school within the state

End Status

All

- 100: End of year, returning to same school next year
- 105: Change in grade level during regular school year
- 110: Promoted to another school in the same district
- 120: Transfer to a public school in the same district
- 130: Transfer to public schl under NCLB schl choice
- 140: Transfer to public schl in another district in MT
- 150: Transfer to a MT state-funded school
- 160: Transfer to a private school in the state
- 170: Transfer to a home school in the state

☐ Print in HTML format

Generate Report

Enrollment or Program Participation Extracts

The screenshot shows a web application for generating MT State Extracts. At the top, there are dropdown menus for 'Year' (10-11), 'School' (Truman Elementary), and 'Schedule' (All). Below these are tabs for 'Index', 'Search', and 'Help'. The 'Index' tab is active, showing a tree view of system components. The 'MT Extracts' option is highlighted. The main content area is titled 'MT State Extracts' and contains a description: 'This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.' Below this, there are two sections: 'Extract Options' and 'Select Calendars'. In 'Extract Options', 'Extract Type' is set to 'Program Participation' and 'Format' is set to 'CSV'. A 'Generate Extract' button is present. In 'Select Calendars', the question is 'Which calendar(s) would you like to include in the report?'. There are three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. Below the radio buttons, a list of schools for the 10-11 year is shown, with '10-11 Truman Elementary' highlighted.

Year: 10-11 School: Truman Elementary Schedule: All

MT State Extracts

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

Extract Options

Extract Type: Program Participation
Format: CSV
Generate Extract

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

10-11

- 10-11 Jefferson High School
- 10-11 Lincoln Elem SPED
- 10-11 Lincoln Elementary
- 10-11 Roosevelt 7-8
- 10-11 Truman Elementary**
- 10-11 Washington Elementary

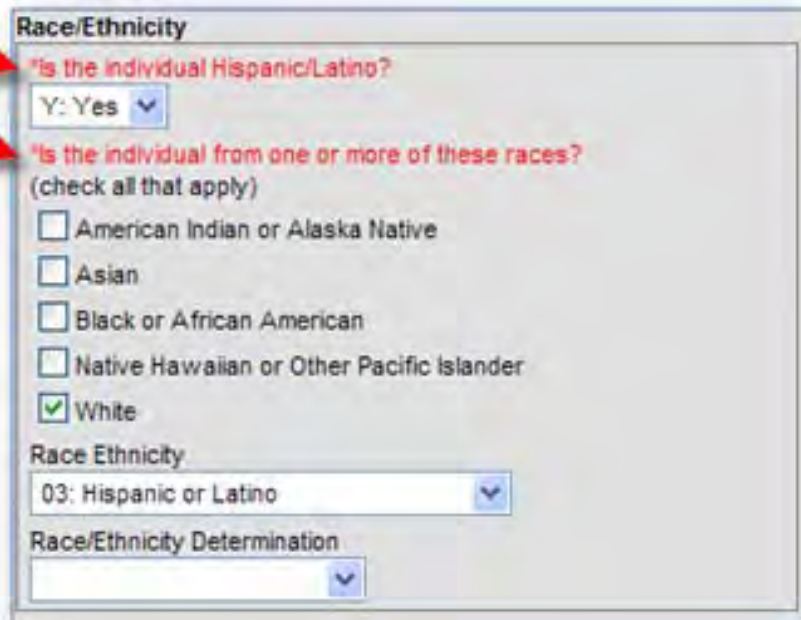
Extracts *cont.*

- Open and review in MS Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	RecordID	Date	Time	Version													
2	HD	#####	15:58:44	MT9.1													
3	RecordID	District	SchoolNum	Caler	StateID	LocalID	LastName	FirstName	MealStatus	SpecialEd	PartBE	PartBE	Section50	Title1	Title1Rea	Title1Mat	Title1Sci
4	PP	420	358	1	3.23E+08	4	Rau	Jeremy	N	Y			N	N	N	N	N
5	PP	420	358	1	50287	225	Bautista	Avery	N	N			N	N	N	N	N
6	PP	420	358	1	50290	231	Charbonn	Madison	N	N			N	N	N	N	N
7	PP	420	358	1	50380	360	Thornton	Denay	N	N			N	N	N	N	N
8	PP	420	358	1	50393	382	Wood	Tre	F	N			N	N	N	N	N
9	PP	420	358	1	50394	384	Woods	Amber	N	N			N	N	N	N	N
10	PP	420	358	1	93358	389	Aamold	Ryan	R	N			N	N	N	N	N
11	PP	420	358	1	93269	391	Alaers	Arielle	N	N			N	N	N	N	N
12	PP	420	358	1	93362	394	Barkhoff	Gillian	N	N			N	N	N	N	N
13	PP	420	358	1	93366	398	Bennett	Tiffany	N	N			N	N	N	N	N
14	PP	420	358	1	93381	429	Foster	Shayla	N	Y			N	N	N	N	N
15	PP	420	358	1	93420	488	Myhre	Shantel	N	N			N	N	N	N	N
16	PP	420	358	1	93428	502	Pvrah	Lindsav	N	Y			N	N	N	N	N

Race and Ethnicity

MUST have new 2 part question answered



Race/Ethnicity

***Is the individual Hispanic/Latino?**

Y: Yes

***Is the individual from one or more of these races?**
(check all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

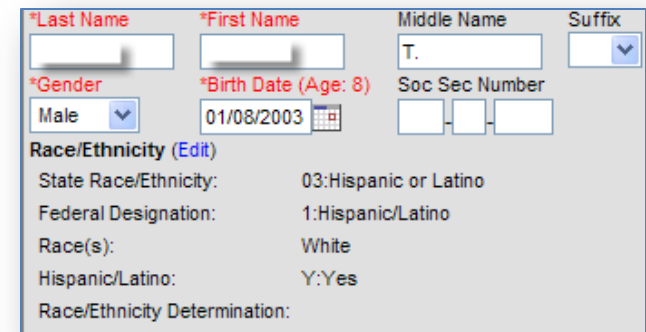
☐ Native Hawaiian or Other Pacific Islander

☒ White

Race Ethnicity

03: Hispanic or Latino

Race/Ethnicity Determination



***Last Name** ***First Name** **Middle Name** **Suffix**

***Gender** ***Birth Date (Age: 8)** **Soc Sec Number**

Race/Ethnicity (Edit)

State Race/Ethnicity: 03:Hispanic or Latino

Federal Designation: 1:Hispanic/Latino

Race(s): White

Hispanic/Latino: Y:Yes

Race/Ethnicity Determination:

AIM Contacts

AIM Help Desk **1-877-424-6681 or 444-3800**

- Option #1 – for general AIM questions and entering state reported data



AIM Help Email **opiaimhelp@mt.gov**



Questions ??

